

Circular No. 213(a) – Accounts Div.

Date: 04.10.2007

Sub.: Cash Receipts and cash withdrawals

Accountants shall enter the receipt no. and flat/bungalow no. for cash receipt from customers in their cash book. The receipt books shall be audited by Sambasiva Rao at the end of every month. Accountants shall certify the receipt books with the Sales & Customer Relation Division once every week (on Thursday) and they shall sign at the back of every receipt in the receipt books as confirmation of having received the amount.

No receipt shall be given on the letter head for cash receipts. In case where receipts books are not available cash receipt on letter head must be signed by Kanaka Rao or M.D.

Cheque no. must be entered for all cash withdrawals in the cash book.

Cash books must be maintained on a daily basis and cash reconciliation with physical cash at the end of each day must be done.

Managing Director